

MEMORANDUM FOR: SAFETY AND HEALTH MANAGERS
CHAIRPERSONS FOR FEDERAL
SAFETY AND HEALTH COUNCILS

FROM: RICHARD E. FAIRFAX, Director
Directorate of Enforcement Programs

SUBJECT: Annual Federal Safety and Health Training Week

We are planning our next Annual Federal Safety and Health Training week to be held in Chicago, IL during the week of June 21 through June 24, 2005. We received a number of suggestions regarding which OSHA Training Institute (OTI) courses we should offer.

Specific information regarding the content and description of OTI courses is available on the OSHA Website, www.osha.gov, under Training Resources. Also note that anyone attending any of these courses must meet the prerequisites.

Use the attached one-page form to identify which OTI courses the members of your organization would like to attend, we also ask that you estimate how many people would attend each course.

Please be sure to fill out the survey form and submit it by March 25, 2005:

Kyong Propst
Department of Labor/ OSHA
Office of Federal Agency Programs
Propst.Kyong@dol.gov
202-693-1685 (facsimile number)

If you have questions regarding this request, please contact Kyong Propst, Office of Federal Agency Programs, at 202-693-2434. We appreciate your assistance.

Attachment

Agency_____

Check one:

_____ Safety and Health Manager

_____ FSHC Chairperson

OTI Course

Estimated number of attendees

1214	Introduction to Industrial Hygiene for Safety Personnel	_____
200A	Construction Standards	_____
2044	Machinery and Machine Guarding	_____
2074	Fire Protection and Life Safety	_____
2220	Respiratory Protection	_____
2250	Principles of Ergonomics Applied to Work-Related Musculoskeletal and Nerve Disorders	_____
2330	Indoor Air Quality	_____
3010	Excavation, Trenching and Soil Mechanics	_____
3110	Fall Arrest Systems	_____
3260	Health Hazards in the Construction Industry for Safety Personnel	_____
3350	Emergency Response to Hazardous Substance Releases	_____

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